

Admis. Staff

~~RESTRICTED~~OFFICE OF REPORTS AND ESTIMATESORE Operating Procedure No. 1

6 August 1948

SUBJECT: New System of ORE Issuances

1. Effective immediately, the following categories of ORE issuances will be initiated for official statements pertaining to organization, functions, procedures, instructions, interpretations, or information of general interest affecting ORE administration and operation. No other categories of issuances will be used.

- a. ORE Operating Procedures
- b. ORE Administrative Memoranda
- c. ORE Notices

2. ORE Operating Proceduresa. Scope and Content

Used for publishing such material as procedures, instructions or interpretations of policies affecting the operations of ORE, giving notices of new or changed functions of the Office of Reports and Estimates, or of a component of this Office, implementing work programs and schedules, or describing the manner in which the work programs of the Office will be executed.

b. Control

Beginning with this Operating Procedure, all ORE Operating Procedures will treat a single major subject and will be numbered in a single series.

c. Review and Approval

ORE Operating Procedures will normally be prepared and coordinated by the Plans and Policy Staff. ORE components initiating Operating Procedures will submit drafts to the Plans and Policy Staff, ORE, for review and coordination.

All Operating Procedures will be signed by the Assistant Director for Reports and Estimates or by the Deputy Assistant Director.

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DOCUMENT NO. 2  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70:2  
DATE: 11 Dec 79 REVIEWER: 006514

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3. ORE Administrative Memoranda

a. Scope and Content

Used for publishing any material pertaining to the daily administration of the Office such as intra-office regulations governing mail routing, ordering of supplies, designating of signing officers, and such matters.

b. Control

ORE Administrative Memoranda will be numbered in a single series and will treat one major subject.

c. Review and Approval

Initiating ORE activities will submit properly coordinated drafts of Administrative Memoranda to the Administrative Staff, ORE, for review, to include appropriate review by the Plans and Policy Staff, ORE.

Administrative Memoranda will be signed by the Assistant Director or Deputy Assistant Director for Reports and Estimates or by the Chief, Administrative Staff.

4. ORE Notices

a. Scope and Content

Used for publishing material of a temporary nature which is strictly informative, and will contain such information as:

- (1) Intelligence production programs of the IAC agencies
- (2) Notices of ORE special staff meetings, CIA presentations, etc.
- (3) Personnel appointments
- (4) Red Cross and similar campaigns
- (5) Car and transportation schedules
- (6) Holiday leave
- (7) Duty officers

b. Control

ORE Notices will be numbered in a single sequential series through each calendar year.

c. Review and Approval

ORE Notices will normally be initiated by the Administrative Staff, ORE, and will be coordinated by the Chief, Administrative Staff as deemed appropriate.

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6 August 1948

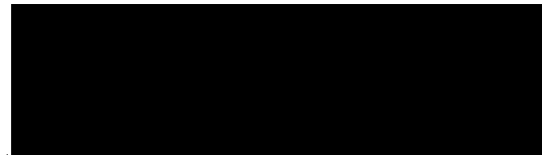
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Notices in category 4 a (1) and relevant notices in 4 a (2) will be signed by the Chief, Plans and Policy Staff. All others will be signed by the Chief, Administrative Staff or his designee.

5. The Administrative Staff, ORE, will arrange for the reproduction and distribution of all ORE issuances.

6. Amendments will be made by a re-issuance bearing the current date and amendment number.

7. In order to integrate previous ORE issuances into the single system provided in this Operating Procedure, the action specified in the attached list is effective immediately.



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Deputy Assistant Director  
Reports and Estimates

Attachment

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